



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062022R10013

**ISSUANCE DATE:** February 08, 2022

**CLOSING DATE/TIME:** February 22, 2022

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist Power Sector

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Janine A. Scott  
**Contracting Officer**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062022R10013
- 2. ISSUANCE DATE:** February 08, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 22, 2022/4.30pm Nigerian time
- 4. POINT OF CONTACT:** EXO/HR, e-mail at [abujahr@usaid.gov](mailto:abujahr@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist Power Sector
- 6. MARKET VALUE:** N15,890,203 to N23,931,775 equivalent to FSN-11; 40 Hours per week in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective August 30, 2020). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a April 2022.
- 8. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).
- 10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

## **11. STATEMENT OF DUTIES**

### **Background**

Given the significant resources invested by the U.S. Government (USG) in Nigeria to help address the country's crippling power shortages and lack of connectivity, the Incumbent serves as a Power Sector Management Specialist, based in Abuja, Nigeria. He/she will primarily work to implement, monitor, and evaluate the effectiveness and efficiency of power sector development programs and activities; coordinate with donor organizations, non-governmental organizations, and civil society organizations on appropriate power sector development strategies and responses; serve as an interlocutor with the Government of Nigeria on power sector development issues; and conduct and provide assessments on power sector issues. The Incumbent will coordinate and provide guidance to other U.S. Government Departments and Agencies engaged with power sector reform efforts and make program recommendations to Power Africa in Washington D.C. and Pretoria, South Africa for power sector development funding allocations.

Security permitting, it is expected the Incumbent may travel up to 25% of the time either in-country to monitor program activities and to assess the state of the power sector or, on occasion, internationally to Washington D.C., Pretoria, South Africa and elsewhere, to inform programming, engage in technical exchanges, coordinate and share information and best practices.

## **2. Statement of Duties to be Performed:**

The Power Sector Management Specialist leads efforts to effectively manage, monitor, and evaluate power sector programs and activities in Nigeria. His/her primary responsibility is to manage and monitor activities and interventions supporting the Government of Nigeria's sector plans, initiatives, and objectives; and any other programming that Power Africa and/or the USG may implement in the country. He/she will also coordinate closely with and report on the implementation of power sector activities to the USAID/Nigeria Mission, the Power Africa head office in Pretoria, and to Contract or Agreement Officer's Representatives (COR/AORs) in Abuja, Pretoria, and Washington D.C. Working with the Mission's other technical teams, the Power Sector Development Specialist will actively seek out ways to integrate power sector development into various other activities such as in the health, education, water and sanitation, and agriculture sectors.

The Power Sector Management Specialist's duties will include, but not be limited to the following:

### **Activity Development and Management:**

**50%**

- Serves as COR, AOR, and/or Activity Manager for multiple activities to benefit the Nigerian power sector.
- Contributes technical expertise toward and takes responsibility for developing initiatives and interventions that support the Government of Nigeria (GON) to implement its sector plans and programs to increase the number of megawatts generated, transmitted, and distributed; and to increase the number of people with access to power.
- Provides programmatic and administrative oversight for USAID energy sector programming to ensure the achievement of results, including but not limited to the technical review of implementing partner (IP) reports (like quarterly and annual reports, work plans, and monitoring and evaluation plans), monitoring activity implementation, and advising and authorizing implementing partners to undertake specific courses of action consistent with current USAID policies and regulations.
- Guides USG power sector implementing partners to align activities and interventions with industry best practices and principles to accomplish program goals and objectives in the most effective and efficient manner.
- Prepares and justifies program and activity recommendations, activity descriptions, USAID procurement records and certifications, as well as other required USG documentation, and brings programming recommendations to approval. Reviews and evaluates solicited and unsolicited

proposals, as well as potential partner engagements, and makes recommendations as to the suitability for Nigeria Mission formal engagement.

- Collaborates with USAID/Nigeria technical teams to identify synergistic opportunities for the integration of power sector activities into sector programs (such as agriculture, education, water and sanitation, and health).

#### **Communications and Partnership Support:**

**50%**

- Serves as Relationship Manager, as needed, for power sector partners and reports on interventions, partner support activities and monitoring and evaluation indicators into Power Africa MIS systems. Represents USAID in a technical-level capacity with key GON divisions, other international donors, and technical working groups.
- Responsible for facilitating relationships between USAID/Nigeria and GON representatives, creating and disseminating Power Africa Nigeria communications and reports to the GON, participating in meetings with GON representatives, and recommending courses of action to best assist GON MDAs.
- Responsible for facilitating relationships between USAID/Nigeria and technical counterparts in international donor community as well as managing USAID/Nigeria's relations with the Power Sector Donor Working Group in particular; and serve as the primary interlocutor with local organizations, including civil society organizations active in the power sector.
- Coordinates Power Africa activities among USG agencies convene USG working meetings and ensure programmatic alignment across various agencies. Liaise with the Power Africa Coordinator's Office and country desk officers on budget, congressional and event support, project updates and general information-sharing.
- Prepare written materials on Power Africa activities, plans and results in support of USG (including that of the USAID Mission Director, the Ambassador, and other USG representatives) engage with GON counterparts as well as other external communication (through the Mission DOC, Power Africa Communications Office, or Public Affairs Section).
- Other duties relevant to Power Africa program management, coordination, and implementation as determined.

**3. Supervisory Relationship:** The Power Sector Development Specialist will be supervised on a day-to-day basis by the Senior Power Advisor in the USAID/Nigeria Mission in Abuja.

**4. Supervisory Controls:** None.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- Education:** Minimum of Master's degree in business administration, economics, international development, a technical field (e.g. engineering, energy systems development), or a related area is required.
- Prior Work Experience:** Minimum of five years of progressively responsible experience in the energy sector or in the broader development sector is required. At least five years of

relevant work experience in a managerial or technical capacity, with specific competence in the power sector, in a large local enterprise, government, an international organization, or a global private sector firm is required.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who clearly meet the minimum Education and Prior work Experience requirements and basic eligibility requirements will be further evaluated based on scoring of the Evaluation Factors listed below. The highest-ranking applicants may be selected for an interview.

#### **FACTOR #1:**

**Job Knowledge:** Must possess an advanced knowledge of technical and programmatic power sector topics and/or the function and operation of foreign aid programs. At least three years of experience in one or more aspects of managing power sector activities, such as project development, project finance, technical feasibilities, or environmental and social assessments; or development projects, such as performance monitoring, activity design, and the management of monitoring and evaluation plans, is required. Technical experience in sectors such as engineering, power sector development, and finance is desired. Knowledge and implementation of effective management techniques is essential.

#### **FACTOR #2:**

**Skills and Abilities:** Must possess the ability to foster communication and partnerships with counterparts from within the USG, implementing partners, the Government of Nigeria, international donor community, civil society, and local and international private sector investors. Demonstrated capacity for perceptive analysis and the ability to develop solutions is required. A high degree of professionalism, discretion, teamwork, and excellent interpersonal skills in a diverse work environment is essential, in addition to sound judgment. The ability to communicate logically and effectively in English, both orally and in writing, is essential. A writing sample may be requested. Computer literacy in MS Office applications including Word, Excel, and Power Point; in and web-based applications such as Google Docs; as well as general competency in working with internet and web-based research is also required.

#### **FACTOR #3:**

**Language Proficiency:** Level IV (Fluent) speaking, reading, and writing in English is required.

**Evaluation Factors:****Factor #1** - 15 points**Factor #2** - 10 points**Factor #3** - 5 points**Factor #4** – Interview Performance: 70 points**Total Possible Points: 100 points****SELECTION PROCESS**

(1) After the closing date for the receipt of applications, applications will initially be screened for conformity with the minimum requirements and a short list of applicants developed.

(2) Following this initial review and short listing, a Technical Evaluation Committee (TEC) will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be evaluated. As part of the selection process, finalist candidates will be interviewed. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

(3) USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

(4) Applicants are required to provide three (3) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about applicant's past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the resume.

**IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. (Offeror Information for Personal Services Contracts with Individuals); or a current resume that provides the same information as AID 309-2 form. The form can be found on this link <https://www.usaid.gov/forms/aid-309-2>
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or

before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.\*

\* *See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

5. All documentation that supports or addresses the requirements listed above (e.g., certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
6. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - a. Health Insurance
  - b. Annual Salary Increase (if applicable)
  - c. Annual and Sick leave
  - d. Annual Bonus
2. ALLOWANCES (as applicable):
  - a. Transportation Allowance
  - b. Meal Allowance
  - c. Miscellaneous Allowance
  - d. Housing Allowance

## **VII. TAXES**

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of

a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

### **Subpart 52.2—Text of Provisions and Clauses**

#### **52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.**

#### **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition.* As used in this clause -  
*United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

(End of clause)



## **Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### **LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: SC/674-NIGERIA-SALARY/DV/2019/2020/698-M/1130007/1210601/1150957	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
6. **PSC Ombudsman**  
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).